

US REGISTRY
FILE *2A**Series 1902*

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Comments on Revised Draft of Word Processing Notice

FROM:

Policy and Plans Group
4E-70 HQS

EXTENSION

NO.

OS 2 2339

DATE

30 September 1982

TO: (Officer designation,
building)

room number, and

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

C/PPG

2.

9/30

TL

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Staffing of subject to
concerned components
yielded no comments.
Recommend ODP Management
Staff be so advised.

advised
of no comment. He
does not require
written confirmation.
30 Sept 82

OS 2 2339

Sanitized Copy Approved for Release 2010/03/02 : CIA-RDP89-00724R000100090007-7

TRANSMITTAL SLIP		DATE
O: <i>D/05</i>		<i>23 Sept '82</i>
ROOM NO.	BUILDING	
<i>4C60</i>	<i>HQS</i>	
REMARKS:		
FROM: <i>ODP/Management Staff</i>		
ROOM NO.	<i>200105, Hqs.</i>	ENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED

(47)

Sanitized Copy Approved for Release 2010/03/02 : CIA-RDP89-00724R000100090007-7

STAT

Sanitized Copy Approved for Release 2010/03/02 : CIA-RDP89-00724R000100090007-7

Page Denied

Sanitized Copy Approved for Release 2010/03/02 : CIA-RDP89-00724R000100090007-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Comments on Revised Draft Word Processing Notice

FROM:

PPG
4E-70, Hdqs.

EXTENSION

NO.

DATE

27 September 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OS ADP CO
4E-70, Hdqs.2. C/BB/PPG
4E-70, Hdqs.3. C/Logs/P&M
4E-70, Hdqs.

4. C/ISSG

For your review and comments. Please note that expeditious handling has been requested in the hope that subject can be published and instituted early in FY 1983. Due to a deadline of close of business 29 September, you are asked to respond to this office by close of business 28 September 1982.

No comments

6.

7.

8.

9.

10.

11.

12.

13.

Form No. 160 Use Previous Editions (13)
1 Dec 56

14.

15.

PRIORITY

21/200 82
will HAVE
all comments

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Comments on Revised Draft Word Processing Notice

FROM:		EXTENSION		NO.	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1.	PPG 4E-70, Hdqs.				For your review and comments. Please note that expeditious handling has been requested in the hope that subject can be published and instituted early in FY 1983. Due to a deadline of close of business 29 September, you are asked to respond to this office by close of business 28 September 1982.
2.	C/BB/PPG 4E-70, Hdqs.	9/27	9/27	JAD	
3.	C/Logs/P&M 4E-70, Hdqs.				
4.	C/ISSC				
5.					
6.					PRIORITY Form No. 160 Use Previous Editions (13) 1 Dec 56
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

22 SEP 1982

ODP-82-1392

MEMORANDUM FOR: Director, Office of Communications
Director, Office of Finance
Director, Office of Logistics
Director, Office of Security
Director, Office of Training and Education
Directorate ADP Control Officers
Directorate Budget Officers

FROM:

Acting Director of Data Processing

SUBJECT: Request for Comments on Revised Draft Word
Processing Notice

1. Attached you will find a revised copy of the draft ODP Word Processor Headquarters Notice for your review. This revision incorporates your comments solicited on 26 July (ODP-82-1004) and extensive subsequent discussions, in particular with Office of Finance representatives. Again, we apologize for the limited review time. Expeditious handling is requested so we can institute these procedures early in FY-83.

2. You will notice that the financial procedures described in the attached notice differ considerably from those in the previous version. The new procedures were developed in conjunction with the Office of Finance and represent their recommended approach for achieving our prompt payment goals with minimum disruption to the existing procedures and minimum administrative overhead.

3. Please provide your comments to ODP Management Staff, Attention: Room 2D0109, Headquarters by COB 29 September 1982. If you have any questions on the draft notice, they may be directed to . A revised notice will then be forwarded for Agency-wide coordination and subsequent distribution.

ADMINISTRATIVE-INTERNAL USE ONLY

OS REGISTRY

05222339

Att: a/s

cc:

C/MS/DDA
C/CSD/OC
DD/C/OF
C/A&CD/OF
C/P&PS/OL
C/PD/OL
C/ADP&EB/OL
C/SD/OL
C/SMB/SD/OL
C/CD/SD/OL
C/ISSG/PTAS/OS
C/ETB/TSD/OTE
C/ISAD/IG

ADMINISTRATIVE-INTERNAL USE ONLY

Page Denied

Next 15 Page(s) In Document Denied